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ABSTRACT

This bibliography contains curriculum materials for vocational education programs in English and Spanish. In the first section, Monolingual (Language other than English), materials are listed for five vocational areas: (1) occupational areas (accounting, agribusiness, allied health, clothing, etc.); (2) miscellaneous; (3) mathematics; (4) vocational skills; and (5) materials for other related areas (career education, career guidance, finding a job, consumer education, and drivers education). In the second area, vocational English as a second language (ESL), materials are listed for occupational areas (automotive, secretarial and commerical, technical, etc.); and for career, consumer, and survival skills education. A final section provides the addresses for publishers cited in the bibliography. (CT)

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Bibliography of Currently Available Vocational Education Curriculum Materials for use with Students of Limited English Proficiency

Developed by
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Graduate Research Assistant

as a
Supplement to the Final Report
A PROJECT TO PROVIDE TEACHER TRAINING
AND RESOURCES FOR VOCATIONAL EDUCATORS
OF LIMITED ENGLISH-SPEAKING STUDENTS

AN ASSESSMENT OF NEEDS, PROGRAMS AND INSTRUCTIONAL RESOURCES

June, 1979
Center for Career and Vocational Teacher Education
Western Kentucky University
Bowling Green, Kentucky
42101

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PREFACE

This bibliography is the result of an effort funded by the Kentucky Bureau of Vocational Education which was initially undertaken in January, 1978. The first WKU project of this nature was entitled "Limited English Speaking Programs in Kentucky: An Assessment of Needs, Programs and Instructional Resources." The first draft of this bibliography was developed during this project, and was completed in September, 1978. Since the 1978 draft of the bibliography was considered to be the most comprehensive work (of this nature) available at that time, an update of this bibliography was included as part of the 1979 project activities. To avoid duplicative printing costs, the 1978 draft and 1979 updates are combined and printed as a supplement to the 1979 final report.

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Illinois State University
Normal, Illinois

Mrs. Regis Welch
Paris Junior College
Paris, Texas

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III. Publishers Cited in Bibliography

MONOLINGUAL AND BILINGUAL
VOCATIONAL MATERIALS BIBLIOGRAPHY

ACCOUNTING

CONTABILIDAD I
Accounting I
Torres
Heffernan's

CONTABILIDAD: A CONTA CORRENTE E A RECONCILIADAO
DO EXTRACTO BANCARIO
Accounting: The Current Account and Reconciliation
of the Bank Statement
New Bedford Bilingual Program

CONTABILIDAD, PRIMAR CURSO
Accounting, First Course
Lara
Heffernan's

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Accounting, Second Course
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Heffernan's

CONTABILIDAD DE COSTOS
Cost Accounting
E. Reyes Perez
The Bilingual Publishing Company

CONTABILIDAD DE COSTO
Cost Accounting
Ediciones Minerva

CONTABILIDAD PRACTICA DEL SIGLO XX
20th Century Bookkeeping and Accounting
Antonio de la luz and Carmen Rodriquez de Roque
South-Western Publishing Company

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Simplified Accounting
Louis W. Fields
Rustica
Available from Lectorum Publications and Heffernan's

CONTABILIDAD SUPERIOR SIMPLIFICADA
Simplified Higher Bookkeeping
Joseph Peter Simini
Heffernan's
Available from Lectorum Publications

CUARDERNO DE TRABABJOS, FUNDAMENTOS DE CONTABILIDAD
Workbook, Fundamentals of Accounting
Fritz
Gregg-McGraw Hill

FUNDAMENTOS DE CONTABILIDAD
Fundamentals of Accounting
Noble Fritz and Frank Hoffman
Gregg-McGraw Hill
Spanish Edition of Bookkeeping Fundamentals

INTRODUCCION A LA CONTABILAIDAD CON COMPUTADORAS
Introduction to Accounting with the Help of Computers
Andrew F. Linton
The Bilingual Publications Company

LEXICO BASICO DEL CONTADOR
Basic Vocabulary for Accountants
Raul Enriquez Polomec
The Bilingual Publication Company
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A Manual on Cost Accounting
The Bilingual Publications Company

MANUAL DE FORMULAS Y TABLAS PARA CONTADOR
Manual of Formulas and Tables for the Accountant
Lipkin, et. al.
Heffernan's

MATEMATICAS PARA CONTABILIDAD Y ADMINISTRACION DE NEGOCIOS
Mathematics for Accounting and Business Administration
R. Robert Rosenberg
Gregg-McGraw Hill

PRINCIPIOS DE COMERCIO, CONFUNDAMENTOS MATEMATICOS
Principles of Commerce with Fundamental Math
De Brum, Haines, Malsbary, Crabbe/Rodriquez de Roque, Paez de Abreu
South-Western Publishing Company

PRINCIPIOS DE CONTABILIDAD
Principles of Accounting
Stanley B. Tunick and Emmanuel Saxe
The Bilingual Publication Company

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Alejandro Pietro
European Book Company

TENDURIA DE LIBROS Y CONTABILIDAD I and II
Bookkeeping and Accounting I and II
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TERMINOLOGIA CONTABLE: LEXICOGRAFIA Y VOCABULARIO INGLES-ESPANOL
Accounting Terminology: Idioms and Vocabulary
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The Bilingual Publications Company

AGRIBUSINESS

AGRICULTURA PRACTICA
Practical Agriculture
Heffernan's

ANIMALES DE RANCHO
Ranch Animals
Cadwallader
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AGICULTURA PRACTICA
Practical Poultry Raising
Heffernan's

EL CUIDADO DE LOS ANIMALES DOMESTICOS
The Care of Domestic Animals
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Fersini
Heffernan's

JARDINES
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Igoa
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LISTA DE PUBLICACIONES PARA AGRICULTORES
List of Publications for Farmers
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Agricultural Manual
Heffernan's

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Farras
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- Diesel Mechanic
- Helicopter Pilot
- Local Truck Driver
- Motorcycle Mechanic
- Taxicab Driver
- Truck Driver-Long Haul

Secondary Transportation Titles

- Ambulance Driver
- Car Rental Representative
- Travel Agent

Primary Agri-Business and Natural Resources Titles

- Agricultural Engineer
- Animal Keeper
- Farm Equipment Operator
- Florist
- Forestry Technician
- Gardener
- Geologist
- Kennel Attendant
- Meat Cutter
- Nursery Manager (Commercial)
- Veterinarian

Secondary Agri-Business and Natural Resources Titles

- Farm Equipment Sales Rep.
- Forester
- Park Ranger
- Retail Nursery Sales Rep.

Primary Marine Science Titles
- Boat Builder
- Oceanographer
- Zoological Researcher

Secondary Marine Science Titles
- Biochemist
- Biologist
- Chemist
- Diesel Mechanic
- Fish and Game Warden

Primary Environmental Control Titles
- Air Conditioning and Refrigeration Mechanic
- Exterminator
- Fish and Game Warden
- Forester
- Park Ranger

Secondary Environmental Control Titles
- Agricultural Engineer
- Auto Mechanic
- Auto Muffler Installer
- Auto Tune-Up Mechanic
- Biologist
- Chemist
- Diesel Mechanic
- Forestry Technician
- Geologist
- Meteorologist
- Motorcycle Mechanic
- Nursery Manager (Commercial)

Primary Public Services Titles
- Elementary School Teacher
- Fingerprint Technician
- Firefighter
- Highway Patrol Officer
- Juvenile Officer
- Librarian
- Library Technician
- Mail Carrier
- Meteorologist
- Meter Reader
- Police Officer
- Postal Clerk
- Teacher Aide

Secondary Public Services Titles
- Ambulance Driver
- Bus Driver (School)
- Child Day-Care Operator
- Fish and Game Warden
- Forester
- Forestry Technician
- Park Ranger

Primary Occupations Titles
- Ambulance Driver
- Anesthetist
- Biochemist
- Biologist
- Chemist
- Dental Assistant
- Dental Hygienist
- Dental Lab Technician
- Dentist
- Dermatologist
- Dietician
- Electrocardiograph Technician
- Hospital Cleaner
- Inhalation Therapist
- Licensed Vocational Nurse
- Medical Lab Assistant
- Medical Record Clerk
- Medical Record Librarian
- Medical Technologist
- Nurse's Aide
- Occupational Therapist
- Optometrist
- Orderly
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- Pharmacist
- Physical Therapist
- Physician
- Psychologist
- Radiologist Technician
- Registered Nurse
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- Ward Clerk (Hospital)

Secondary Health Occupations Titles

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- Medical Illustrator

Primary Hospitality and Recreation Titles

- Hotel Clerk
- Recreation Worker
- Travel Agent
- Waiter/Waitress

Secondary Hospitality and Recreation Titles

- Airline Flight Attendant
- Airline Pilot
- Animal Keeper
- Bellhop
- Bus Driver (Commercial)
- Car Rental Representative
- Cook-Chef
- Fish and Game Warden
- Florist
- Forester
- Forestry Technician
- Public Relations Worker

Primary Personal Services Titles

- Barber
- Bellhop
- Car Rental Representative
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- Insurance Agent-Life
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- Lawyer
- Locksmith
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- New Accounts Clerk
- Real Estate Agent
- Real Estate Appraiser
- Tailor

Secondary Personal Services Titles

- Child Day-Care Operator
- Hotel Clerk
- Information Operator
- Psychologist
- Taxicab Driver
- Travel Agent
- Waiter/Waitress

Primary Fine Arts and Humanities Titles

- Cartoonist
- Medical Illustrator
- Model

Secondary Fine Arts and Humanities Titles

- Copywriter
- Designer (Apparel)
- Photographer
- Radio Announcer
- Technical Illustrator
- Technical Writer

Primary Consumer and Homemaking Titles

- Baker
- Cabinet Maker
- Cake Decorator
- Child Day-Care Operator
- Cook-Chef
- Designer (Apparel)
- Furniture Upholsterer
- Home Economist
- Swimming Pool Servicer

Secondary Consumer and Homemaking Titles

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